



REQUEST FOR QUOTATION

A. RFQ no. and Date:	RFQ013/2017, May 1, 2017
B. Subject:	Purchase of Audio Visual Maintenance Agreement for USAID/RDMA conference and training rooms
C. Issuing Office/Section:	USAID RDMA, Executive Office 25 th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand
D. Closing date for receipt of question:	May 12, 2017 – (5pm, Bangkok Time)
Closing date for receipt of quotation:	June 19, 2017 – (5pm, Bangkok Time)
D. Type of Award:	Fixed Price – Purchase Order
E. Basis for Award:	Soliciting competition, evaluation of quotations or offers, award and documentation (FAR Part 13.106)

Description of Requirements

The United States government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit cost proposal of the services specified below. This is to support the operation of USAID/RDMA, Bangkok Thailand.

Proposal submission and questions regarding this Request for Quotation (RFQ) shall be ONLY via email to puriya@usaid.gov by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFQ does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a quotation. **Please be advised that all interested parties are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made.** Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: <http://fedgov.dnb.com/webform>. Offerors are also required to register their business on the U.S. Government’s System for Award Management (SAM) at www.sam.gov. Information on this

process for foreign vendors is available [here](#). Prospective offerors are encouraged to register in SAM prior to the submittal of quotations.

No	Item Name	Description	Service Period
1	Maintenance Service Agreement for USAID/RDMA Audio Visual system for 24-25-26th floor (9 rooms)	Perform 3 times preventive and corrective maintenance per requests for USAID/RDMA Audio Visual (AV) system for 24-25-26th floor system which includes: <ul style="list-style-type: none"> - Rechecking all cables and connections - Rectifying the AV related equipment and its cleanliness - Managing all defective equipment for repair and coordinating the item logistics. - Providing the critical spare parts and equipment to USAID/RDMA while the equipment is under repair service. - Fine-tuning the audio and video signal and ensuring the system is operational - The maintenance hours are 8.00 hrs – 17.00 hrs, Monday – Friday. - Providing the summary service report to USAID 	1-year extended from the current expiry date

Selection Criteria:

A) Detailed Price Quote (60%)

B) Past Performance (40%)

All interested parties must submit a detailed price quote along with documentation that demonstrates previous successful completion of services described in this Request for Quotation; this could include letters of recommendations, appreciation or other evidence of vendor capability from previous customers.

The USAID Contracting Officer will select the successful contractor using a Best Value approach, considering price factors and past performance. The Contracting Officer, at the Government’s discretion, may enter into negotiations with one or more offeror to discuss improvements in the quotation and cost deduction. Upon successful negotiation with the vendor, a purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.